King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 3 **Safety and Emergency Procedures**	
3.02.010 - Internal Flooding	Approved By:	Director Allen Nance
	Effective Date:	October 20, 2025
	Reviewed By:	PRC
Distribution:	Review Date:	September 24, 2025

Purpose
To outline the procedures for responding to internal flooding.

Policy
It is the policy of this Department that in the event of internal flooding, staff shall take prompt action to cease the water flow to ensure safety and to minimize damage.

References
Department Forms: Water Shut Off Log (F-612)
Automatic Sprinkler Shut-off Location Chart

Definitions
Jail Management System (JMS): A comprehensive digital system that is used to assist staff with managing all aspects of the facilities.

A. General Guidelines

1. Any time water is shut off to a resident's cell for any reason, no matter the duration, the Shift Sergeant and Jail Health Services must be notified.
2. Water shut off longer than 30 minutes must be approved by a Sergeant or higher authority.
3. Shutting water off is never to be punitive in nature but is only to be done for security reasons.
4. When water is shut off the Officer must note it in the unit shift log and begin a Water Shut Off Log in JMS.
5. If a resident's water has been shut off, they must be offered an opportunity to flush their toilet and receive a drink of water every two (2) hours regardless of the time of day or night.
6. When the water is turned on every two (2) hours, the time on, time off and serial number of the officer who turned the water on must be logged in the JMS Water Shut Off Log.
7. The Shift Sergeant shall ensure that the resident is being given an opportunity to access water every two (2) hours.
8. The Shift Sergeant shall review and approve the JMS Water Shut Off Log once per shift.

B. Water Shut off Procedures

1. Any staff member discovering a flood shall immediately contact the Sergeant, Central Control or the nearest Floor Control Room (KCCF).
2. If necessary, Central Control shall immediately contact the building engineer and report the location of the flood.
3. When notified, the Building Engineer shall respond immediately to the location.
4. Unit Officers assigned to the flooded area shall:
   a. C2
   b.
   c.
   d.
5. Responding Officers shall respond to the affected area with the appropriate C2 .
6. Clean-up procedures will be initiated after the water is shut off and the area is secure.
7. Resident workers will be supervised during all clean up procedures.
8. The Duty Sergeant shall:

C2

C. Automatic Fire Sprinklers

1. If an automatic fire sprinkler is activated by accident or due to the actions of a resident the following shall occur:

C2

2. Unit Officers shall:

C2

3. Clean-up procedures will be initiated after the water is shut off and the area is secure.
4. Resident workers will be supervised during all clean up procedures.
5. The Duty Sergeant shall:

C2

C2